



# **EDUCATION SERVICES OFFICER PROCEDURES**

Volume I



U.S. Coast Guard Institute  
CGI Publication P1550.1  
April 2001

**NonResident Training**

CGIINST P1550.1  
27 APR 2001

USCG INSTITUTE INSTRUCTION P1550.1

Subj: EDUCATION SERVICES OFFICER PROCEDURES, VOLUME I

1. PURPOSE. This instruction establishes nonresident training procedures for the education services officer. It provides guidance to field units on when to enroll personnel in the nonresident training correspondence course program so that personnel information is quickly and accurately entered into the Institute database and course material and end-of-course tests are delivered promptly and accurately. It applies to all field units within the Coast Guard and the National Oceanic and Atmospheric Administration (NOAA).
2. ACTION. The procedures and requirements set forth in this manual for maintaining personnel data must be followed by all Coast Guard and NOAA personnel, their supervisors, unit administrative staffs, and unit Commanding Officers. Area and District Commanders, commanders of Maintenance and Logistics Commands, Commanding Officers of Headquarters Units, Assistant Commandants for directorates, Chief Counsel and special staff of offices at headquarters are requested to ensure compliance with this pamphlet.
3. DIRECTIVES. This instruction supersedes Institute Publication 1550.1, Nonresident Training Manual.
4. CHANGES. Changes to this instruction will be made by consecutively numbered amendments and marked by a vertical line in the outside margin.
5. FORMS. Forms CGI-2100 and CGI-2800 are scanable and may be obtained via rapidraft to Coast Guard Institute (ss). All forms referenced in this instruction with the exception of CGI-2100/2800 may be reproduced locally as necessary.

DISTRIBUTION – SDL No.

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A	2	2	2		2	2	2	2	1	1		1	1	1	1	1	1	1	1		1					
B	5	5	5	3	3	3	3	3	2	10	2	3	2	3	2	2	2	3	2	2	2	1	3	1	1	
C	2	2		3	2	1	1	1	2	1	3	2	2		1	1	2	1	1	1	1	2	1	1	1	1
D	1	1	1	2	1								1							1			1	1	2	1
E		1						1						1	1				1				1			
F	1	1	1	1	1	1	1	1	1						1	1	1	1	1	1						
G	1	1	1																							
H																										

NON-STANDARD DISTRIBUTION:

6. COMMENTS. The Institute relies on user input and feedback for improvement of this instruction. If there are areas that are not clear, complete or accurate, additional procedures that should be included, or any other recommendations you may have for improvement, we would like to know about them. Comments or recommendations may be submitted by E-mail via the Institute world wide web site located at [www.uscg.mil/hq/cgi/](http://www.uscg.mil/hq/cgi/) or by routine correspondence.

KEVIN B. WILSON

## RECORD OF CHANGES

[illegible]

# TABLE OF CONTENTS

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## Chapter

### 1. Starting A Unit Program

A. Establishing a POPFAC.....	1-A-1
B. Designating an Education Services Officer.....	1-B-1
C. Designating Proctors.....	1-C-1

### 2. Requesting Exams

A. Correspondence Course Information.....	2-A-1
B. Determining Member Eligibility.....	2-B-1
C. Using the CGI-2100 Order Form.....	2-C-1
D. Ordering the EOCT.....	2-D-1

### 3. Receiving Exams

A. The EOCT Package.....	3-A-1
B. Obsolete Courses and EOCTs.....	3-B-1
C. Correspondence Course Disenrollment.....	3-C-1
D. Library EOCT.....	3-D-1
E. Library EOCT Procedures and Policies.....	3-E-1
F. Course Materials Library.....	3-F-1

### 4. Managing Inventories

A. EOCT Log.....	4-A-1
B. EOCT Log Instructions.....	4-B-1
C. Performing the Monthly EOCT Inventory.....	4-C-1
D. Using the EOCT Inventory Statement.....	4-D-1
E. EOCT Inventory Statement Warning Codes.....	4-E-1
F. Using the Student Status Report.....	4-F-1
G. Student Status Report Warning Codes.....	4-G-1
H. Lost and/or Compromised EOCT.....	4-H-1
I. Non-receipt or Lost EOCT in the Mail.....	4-I-1
J. EOCT Lost at OPFAC.....	4-J-1
K. Student Transfers.....	4-K-1
L. Student Separations.....	4-L-1
M. EOCT Audits.....	4-M-1

---

Continued on next page

# TABLE OF CONTENTS

Chapter

## 5. Administering Exams

A. Proctoring Procedures .....	5-A-1
B. EOCT Answer Sheet (CGI-2800).....	5-B-1
C. Returning the Exam.....	5-C-1
D. Mailing Requirements .....	5-D-1
E. Course Completion Letters .....	5-E-1
F. "A" School Correspondence Courses .....	5-F-1

## Appendix A

Communicating with the Institute.....	A-1
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# Chapter 1

## Starting A Unit Program

### Overview

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**Introduction**

This chapter introduces the basic tools and knowledge you will need to establish a unit level Coast Guard Correspondence Course program.

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**In this chapter**

This chapter is divided into three sections.

Section	Title	See Page
A	Establishing a POPFAC	1-A-1
B	Designating an Education Services Officer	1-B-1
C	Designating Proctors	1-C-1

## Section A

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### Establishing a POPFAC

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**Who should participate**

All active duty and Reserve Coast Guard units are encouraged to initiate a correspondence course program locally in support of their resident personnel.

- If you're a sub-unit of an existing Parent Operating Facility (POPFAC), program coordination should be maintained via your POPFAC.
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**What is a POPFAC**

A Parent Operating Facility (POPFAC) is a command authorized by the Institute to receive, administer, and forward correspondence course testing material.

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**Routine POPFACs**

All Coast Guard Cutters, Districts, MSCs, TRACENs, CG Academy, Headquarters Units, Activities, Integrated Support Commands, Groups, and Air Stations are routinely designated as POPFACs.

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**Establishment**

Requests to add or delete a POPFAC/sub-unit are made via rapidraft letter to Institute (ss).

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**Purpose**

A POPFAC serves educational needs of many individual units, referred to as sub-units, which rely upon the POPFAC for nonresident training needs. Occasionally POPFACs may be called on to act as sponsor for a member of another armed force as noted in Chapter 2, Figure 1.

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**Sub-units**

Commands collocated with POPFACs will routinely be identified as a sub-unit thereof and may or may not have an authorized proctor. If not, students must travel to the POPFAC for testing.

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## Section B

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### Designating an ESO

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**Policy**

Each command will designate their unit's Education Services Officer (ESO)/alternate (ESO) in writing with a copy to member's personnel data file. The ESO is the unit's primary administrator of the Coast Guard's Nonresident Training Program and must be a chief petty officer or above, or equivalent civilian grade of GS7 or above.

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**General responsibilities**

Provide current information on availability of off-duty educational opportunities to unit personnel to include:

Administering the Correspondence Course Program
Administration of the Off-duty Tuition Assistance Program
Administration of Department of Veterans Affairs and other federally sponsored Self-development educational programs
Assist in the proper, timely submission of applications for postgraduate, Officer Candidate, and Class "A" and "C" Schools as provided in COMDTINST M1000.6.

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**Specific responsibilities**

Administration and safeguarding non-resident testing materials.
Physically be present while administering testing or
Ensure a designated proctor is physically present throughout EOCT administration or
Forward the EOCT to a sub-unit for administration by an officially designated proctor.

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## Section C

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### Designating Proctors

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**Policy**

Each command may designate additional proctors (other than the ESO) as necessary in writing with a copy to member's personnel data file.

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**Definition**

A person appointed in writing to supervise students during the administration of an exam; supervision requires the continual physical presence of both the student and the proctor in the same room for the duration of the exam.

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**Examples by preference**

Designated ESO assigned at POPFAC
Commissioned/Chief Warrant Officers
Chief Petty Officer or Civilian in grade of GS7 or above
Officer-in-charge/supervisor if E7 or above and Auxiliary personnel designated by POPFAC for specific unit
Training Center designated instructors may administer rating and military requirement tests for MRNPO and E4 and below courses
ESO's requiring to take an EOCT. ESO's proctor must be a senior member.

# Chapter 2

## Requesting Exams

### Overview

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#### Introduction

This chapter introduces the basic tools and knowledge that you will need to request end-of-course test from the Institute.

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#### In this chapter

This Chapter is divided into four sections.

Section	Title	See Page
A	Correspondence Course Information	2-A-1
B	Determining Member Eligibility	2-B-1
C	Using the CGI-2100 order form	2-C-1
D	Ordering the end-of-course test	2-D-1

## Section A

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### Correspondence Course Information

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<b>Course availability</b>	All correspondence courses offered by the Institute are listed in Volume II, Education Services Officer Procedures (List of Correspondence Courses), CGI Pamphlet P1550.1, annually updated. Changes that affect the availability of courses will be published in the CAMPUS NEWS, the Institute's bi-monthly newsletter.
<b>Course characteristics and enrollments</b>	EOCTs are either self paced or timed and are proctored. A student may only be enrolled in a maximum of three courses at any one time.
<b>Period of enrollment</b>	A student is allowed 36 months to complete a course. After 36 months students will automatically be disenrolled for inactivity. Any applicable EOCTs taken after the 36-month period is ineligible for scoring. Overdue EOCT in excess of 30 days will be requested by Institute via official message.
<b>Course distribution</b>	<p>Unclassified courses are mailed directly to the student. Auxiliarist and Reserves note item 13 in the "Using the CGI-2100 form" section.</p> <p>Classified course material is the unit ESO's responsibility and must be secured in a GSA approved safe. While not mandatory, it is recommended it be entered into the unit's Classified Material Control system via the CMCO to restrict access and lessen the chance of compromise.</p> <p>Classified material must not be issued on sub-custody unless the student is aware of the requirements for handling classified material and has access to a GSA approved storage container.</p>
<b>Reserve retirement points</b>	<p>Reservist completing an unclassified correspondence course will receive a completion letter indicating retirement points the course represents.</p> <p>Reservist completing a classified correspondence course will receive a completion letter and "00" points because studying and test administration take place during active drills. Commandant (G-WTR) approves some credits if the commanding officer requests credit and certifies that a large percentage of the course was not completed during drills or active duty.</p> <p>Rules and guidelines for Reserve retirement points are found in COMDTINST M1001.27 (series), Reserve Administration and Training Manual.</p>
<b>Note</b>	ESO approval of enrollment application certifies above conditions are met. If any doubt as to suitability of a particular enrollment request, a letter will be sent to unit commanding officer requesting justification. Enrollments in classified courses may experience a two-week delay while the above requirements are verified.

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## Section B

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### Determining Member Eligibility

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**Unclassified  
eligibility**

Active duty, Reserve, Auxiliary members of the Coast Guard, uniformed National Oceanographic Atmospheric Administration, and their dependents are eligible for all unclassified courses.

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**Unclassified  
civilian  
eligibility**

Coast Guard civilian employees and retired Coast Guard personnel are also eligible for all unclassified course. A written request via their ESO or equivalent command representative with justification is required. All requests will be evaluated for approval on an individual basis.

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**Classified  
eligibility**

Only active duty and Reserve Coast Guard personnel may enroll in classified courses on a need-to-know basis, in same-rate requested course and when properly cleared. In all other cases a wavier must be requested via Coast Guard letter to CG Institute (ss) via unit ESO stating reason for request.

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## Section C

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### Using the CGI-2100 order form

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**Introduction**

When enrolling, disenrolling, or requesting an EOCT for a nonresident course it is important that preparation of the CGI-2100 form (see Figures 2-2 / 2-3) be correct.

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**Finding course information**

Institute publication P1550.1, Education Services Officer Procedures, Volume II (List of Correspondence Courses) is a listing of all correspondence courses available. When a new course/edition goes on-line between publications, the latest edition is sent automatically to the student. In addition, new courses/editions are routinely listed in *The Campus News* and at the web site <http://www.uscg.mil/hq/cgi>.

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**Application**

The front side of the CGI-2100 form request applicant and correspondence course information. The backside is for Reserve and Auxiliary applicant's home address information. Course material for Reserve and Auxiliary personnel is mailed to the address contained on this form. The address side is completed for "enrollment only" "enrollment with test" or "course material only."

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**Requesting more CGI-2100's**

Request for additional CGI-2100 forms may be made via rapidraft letter indicating unit OPFAC to Student Services Division.

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**Completing the CGI-2100 manually (or) on-line**

The following steps will help to expedite the CGI-2100 form process.

Item: 1	<u>Applicant Last Name:</u> Enter your last name in the blocks provided.
Item: 2	<u>Applicant First Name:</u> Enter your first name in the blocks provided.
Item: 3	<u>Applicant Middle Initial:</u> Enter your middle initial. If you have no initial, leave blank.
Item: 4	<u>Applicant Social Security Number:</u> Enter your 9-digit social security number. Omit dashes.
Item: 5	<u>Applicant Rate/Rank:</u> Enter present rate or rank (e.g., BM1, YNC, LTJG, ENS, etc.)
Item: 6	<u>Course Short Title:</u> Enter the course short title. (e.g., ASM1, MK2, BARAD, QM3, etc.)
Item: 7	<u>Course Code:</u> Enter the 4-digit number of the course.
Item: 8	<u>Course Edition:</u> This entry is only required for disenrollments. If applicable, enter the 1-digit edition number of the course.
Item: 9	<u>Unit OPFAC:</u> Enter the OPFAC of your permanent duty station. Omit dashes. Auxiliary members enter the OPFAC of the active duty unit where the EOCT will be proctored.
Item: 10	<u>Reason:</u> Darken the appropriate block for reason for submission.
Item: 11	<u>Discharge:</u> Darken this item if member is being discharged. (Note: Items 1 through 12 must be completed.)

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Continued on next page

## Using the CGI-2100 order form, continued

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### Completing the CGI-2100

Item: 12	<u>Student Type</u> : Darken the appropriate student type block. For types not specified, use "OTHER." If blocks 2, 3 and 4 are used, then blocks 13 – 17 must be completed.
Item: 13	<u>Mailing Address</u> : Enter your street address. (For Auxiliary or Reserves only.) If P.O. Box is used include telephone number after the address.
Item: 14	<u>City</u> : enter the name of the city.
Item: 15	<u>State</u> : Enter the 2-letter official post office abbreviation of the state.
Item: 16	<u>Zip Code</u> : Enter the full 9-digit code if available. If not available, enter the standard 5-digit zip.
Item: 17	<u>Auxiliary Number</u> : This is required for Auxiliary members ONLY. Enter the 10-position Auxiliary Member Number.
Item: 18	<u>Signature/Date</u> : Applicant must sign and date the form. Keep signature and date on the line and within the box provided.
Item: 19	<u>Signature</u> : An approving officer must sign and date the form (e.g., education services officer, director of Auxiliary, education specialist.)
Item: 20	<u>Telephone Number</u> : Enter the telephone number of the approving official.

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### Note

If you are requesting a classified course, the ESO must ensure classified criteria from this manual is satisfied.

Auxiliary members should make arrangements with the district's training officer for the 10-position number which is assigned by the district training officer.

This is a machine-readable form. Do not fold, crease or mutilate. Faxed copies will not be accepted.

If errors occur on submission of the CG-2100 electronic or manual form, a postcard or letter will be sent from CG Institute indicating error(s) and the request must be resubmitted.

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# C G INSTITUTE ENROLLMENT / DISENROLLMENT / TEST REQUEST

**LAST**

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

**APPLICANT NAME**

**FIRST**

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

**MI**

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

**SSAN**

0	1	2	3	4	5	6	7	8	9
---	---	---	---	---	---	---	---	---	---

**RATE/RANK**

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

**COURSE SHORT TITLE**

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

**COURSE CODE**

0	1	2	3	4	5	6	7	8	9
---	---	---	---	---	---	---	---	---	---

**COURSE EDITION**

0	1	2	3	4	5	6	7	8	9
---	---	---	---	---	---	---	---	---	---

**UNIT OPFAC**

0	1	2	3	4	5	6	7	8	9
---	---	---	---	---	---	---	---	---	---

**DO NOT STAPLE**

MARKING DIRECTIONS

**CORRECT**    ■ ■ ■

**INCORRECT**    ✕ ✖ ✗

Use #2 pencil **ONLY**.  
Do not use ink, ballpoint or felt tip pens.  
Make heavy black marks that fill the bubble.  
Erase clearly any answers you wish to change.  
Make no stray marks on the form.

PRIVACY ACT OF 1974

**A. AUTHORITY FOR USE AND WHETHER MANDATORY OR VOLUNTARY**  
(1) 14 U.S.C. Sec. 633  
(2) Voluntary

**B. PRINCIPAL PURPOSE**—Establish a computer stored record for each individual enrolled in a Coast Guard Institute course.

**C. ROUTINE PURPOSE**  
(1) Provide access to student records.  
(2) Provide course data to cognizant CG units.

**D. EFFECT ON INDIVIDUAL IF NOT PROVIDING INFORMATION**  
Request will not be processed.

**SEE REVERSE SIDE FOR INSTRUCTIONS**

**AUXILIARY OR RESERVES ONLY, FILL OUT RESERVE SIDE**

**18** \_\_\_\_\_

**19** \_\_\_\_\_

**20** \_\_\_\_\_

DATE / /

DATE / /

**DO NOT MUTILATE OR STAPLE**

DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CGI-2100 (8/89) PREVIOUS EDITIONS OBSOLETE

**REASON FOR SUBMISSION**

ENROLLMENT ONLY ..... ☐  
(Includes Course Material)

TEST ONLY ..... ☒  
(Member just enrolled)

COURSE MATERIAL ONLY ..... ☐  
(Does not enroll member)

DISCHARGE OR RELEASE FROM ACTIVE DUTY ..... ☐

**STUDENT TYPE**

USCG RESERVE ..... ☐

USCG CIVILIAN ENROLLMENT ..... ☐

OFFICIAL USE ONLY

Figure 2-1

2-B-1



## INSTRUCTIONS

1. **APPLICANT LAST NAME:** Enter last name; if it consists of separate segments, separate with a dash "-". Example "VON-BRAUN". Do not use Sr., Jr., III, etc.
2. **FIRST NAME:** Enter first name.
3. **MIDDLE INITIAL:** Enter middle initial. If no initial, leave blank.
4. **SOCIAL SECURITY NUMBER:** Enter 9-digit Social Security Number. Omit dashes.
5. **RATE/RANK:** Enter present rate or rank (e.g., BM1, YN2, LTJG, 1LT, CPL, CIV, ENS).
6. **\*COURSE SHORT TITLE:** Enter the course short title.
7. **\*COURSE CODE:** Enter the 4-digit number of the course.
8. **COURSE EDITION:** REQUIRED ONLY FOR DISENROLLMENTS. Enter the 1-digit edition number of the course.
9. **UNIT OPFAC:** Enter the OPFAC of the permanent duty station. Omit dash.
10. **REASON:** Darken the appropriate reason for submission block.
11. **DISCHARGE/RELAD:** Darken block if member being discharged or released from active duty. (NOTE: SOCIAL SECURITY NUMBER AND NAME MUST BE COMPLETED.)
12. **STUDENT TYPE:** Darken the appropriate student type block. All types not specified use: OTHER.
13. **MAILING ADDRESS:** Enter street address. If P.O. BOX, include phone number after address.
14. **CITY:** Enter the name of the city.
15. **STATE:** Enter the 2-letter official post office abbreviation of the state.
16. **ZIP:** Enter full 9-digit zip code if available, omitting dash. If not available, enter standard 5-digit zip.
17. **AUXILIARY NUMBER:** REQUIRED ONLY FOR AUXILIARY MEMBERS. Enter the 10-position Auxiliary Member Number (NOTE: See CGI Nonresident Training Manual.)
18. **SIGNATURE/DATE:** \*Applicant must sign and date the form. Keep signature and date on the line and within the box provided.
19. **SIGNATURE:** An Approving Officer must sign form (e.g., Education Services Officer, Director of Auxiliary, Education Specialist).
20. **TELEPHONE NUMBER:** Enter the commercial or FTS telephone number of the Approving Official.

AUXILIARY or RESERVE CITY										STATE	ZIP CODE			
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
P	Q	R	S	T	U	V	W	X	Y	Z	1	2	3	4
5	6	7	8	9	0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9	0	1	2	3	4
5	6	7	8	9	0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9	0	1	2	3	4
5	6	7	8	9	0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9	0	1	2	3	4
5	6	7	8	9	0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9	0	1	2	3	4
5	6	7	8	9	0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9	0	1	2	3	4
5	6	7	8	9	0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9	0	1	2	3	4
5	6	7	8	9	0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9	0	1	2	3	4
5	6	7	8	9	0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9	0	1	2	3	4
5	6	7	8	9	0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9	0	1	2	3	4
5	6	7	8	9	0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9	0	1	2	3	4
5	6	7	8	9	0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9	0	1	2	3	4
5	6	7	8	9	0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9	0	1	2	3	4
5	6	7	8	9	0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9	0	1	2	3	4
5	6	7	8	9	0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9	0	1	2	3	4
5	6	7	8	9	0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9	0	1	2	3	4
5	6	7	8	9	0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9	0	1	2	3	4
5	6	7	8	9	0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9	0	1	2	3	4
5	6	7	8	9	0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9	0	1	2	3	4
5	6	7	8	9	0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9	0	1	2	3	4
5	6	7	8	9	0	1	2	3	4	5	6	7	8	9

**\*NOTE:** On classified courses, (before ESO signs this form) criteria from the non-resident training manual must be satisfied.

**THIS IS A MACHINE READABLE FORM. DO NOT FOLD, CREASE OR MUTILATE.**

Figure 2-2

## Section D

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### Ordering the EOCT

---

<b>EOCT request</b>	EOCT's may only be requested via the ESO using CGI-2100 form. The Institute sends all EOCT's to the POPFAC. Do not order an EOCT for a student within 30 days their PCS departure.
<b>EOCT on-line</b>	CGI-2100 electronic submission is available to command designated ESO's only. To obtain password, contact Student Services Division (405) 954-7263 or 7275.
<b>Initial EOCT</b>	For any course the first EOCT must be ordered. It may be ordered with the course on a CGI-2100 form in block 10 or at a later date with a subsequent CGI-2100 form.
<b>Subsequent EOCT's</b>	<p>The second EOCT is sent automatically upon failure of the first EOCT. If a second EOCT is failed, all subsequent EOCT's must be ordered individually.</p> <p>If an EOCT is returned not administered (RNA), subsequent EOCT must be ordered individually.</p>
<b>Expiration of EOCT</b>	All EOCT's must be administered before the test cancellation date found on the top right hand corner of the address label. A student has 12 - 36 months from the enrollment date to complete the test.

# Chapter 3

## Receiving Exams

### Overview

---

#### Introduction

This chapter introduces the basic tools and knowledge that you will need in order to store EOCT, identify courses and EOCT that are no longer supported, process courses for disenrollment, as well as become familiar with the EOCT Library program.

---

#### In this chapter

This chapter is divided into six sections.

Section	Title	See Page
A	The EOCT Package	3-A-1
B	Obsolete Courses and EOCTs	3-B-1
C	Correspondence Course Disenrollment	3-C-1
D	Library EOCT	3-D-1
E	Library EOCT Procedures and Policies	3-E-1
F	Course Materials Library	3-F-1

# Section A

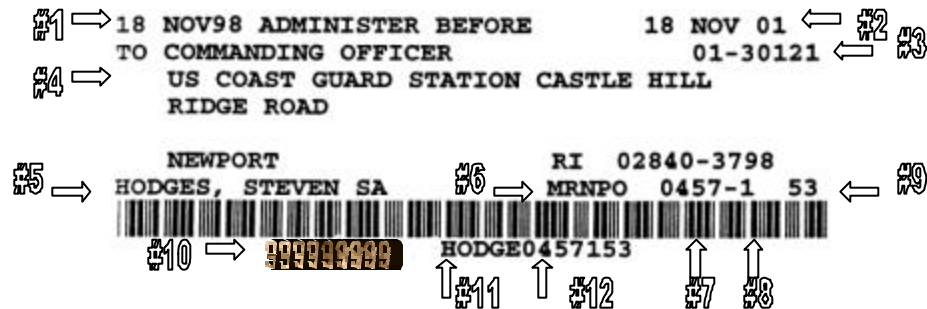
## The EOCT Package

### Introduction

EOCTs are packaged in a clear plastic envelope, perforated on one side or fully sealed plastic envelope, which will require cutting across the top edge for easy opening. Placed at the outer top right hand corner of the envelope is an EOCT address label. This adhesive label has important information about the test and student. **ESO's are required to compare EOCT address label and enclosed test booklet for proper validation.**

### EOCT address label

Item 1	Date EOCT request processed. EOCT mailed within 2 working days following this date.
Item 2	Automatic test cancellation date. Any test administered on or after this date is not scored. After this date, the test must be returned unadministered with either DIS or RNA marked on the address label.
Item 3	Parent Operating Facility number
Item 4	Parent Operating Facility address
Item 5	Name and rank/rate of the student
Item 6	Course short title
Item 7	Course code
Item 8	Course edition
Item 9	Test form
Item 10	SSN
Item 11	Member's last name
Item 12	Course code/edition/form number



### Package contents

The inner contents of the EOCT package contains the EOCT cover letter which is stapled to the EOCT and the correspondence course answer sheet (CGI-2800 form).

Continued on next page

## The EOCT Package continued

---

### Storing EOCT's

- Store Classified EOCT's in accordance with existing security regulations in a GSA approved safe.
  - Store unclassified EOCT's in a safe or locked filing cabinet or desk. Other than an approved GSA safe, ESO' s should use extreme caution for possible tampering using locked filing cabinet or desk to store EOCT's.
  - Do not store an unclassified EOCT in a container to which anyone other than the ESO/Alternate ESO/OIC/commanding officer may have access.
  - Restrict all personnel not specifically authorized from accessing safes, locked cabinets or locked desks containing EOCT's.
  - Unauthorized possession of any EOCT's is punishable under articles 92 and 134, Uniform Code of Military Justice.
-

## Section B

---

### Obsolete Courses and EOCTs

---

**Obsolete  
EOCT/course**

A student may face automatic disenrollment before expiration of the EOCT if the course is taken off line or a new edition is developed.

---

**Obsolete  
notification**

Normally the student is notified by an obsolete warning postcard six months before the obsolete date of the course. The Institute will notify the member by an obsolete postcard if it becomes necessary for the student to manually reenroll in the new edition course via CGI-2100 form. The student has until the day prior to the obsolete date to complete the course edition.

---

**Automatic  
disenrollment**

A student not successfully completing a course on the first computer update following the obsolete date will automatically be disenrolled and notified by postcard. If directed by the Subject Matter Specialist the student may be automatically enrolled in the new course/edition and new course/edition materials forwarded to the student. If an automatic enrollment is not authorized the member will be so notified via postcard requiring a CGI-2100 enrollment.

---

**Note**

A CGI-2100 (test only) must be forwarded if a new EOCT is requested.

---

**Student  
options**

A student cannot be enrolled in two editions of the same course. When a course has an established obsolete date and a new edition is available, the student has two options: to study and complete the original course prior to the obsolete date, or submit a CGI-2100 disenrolling from the old edition and submitting an additional CGI-2100 one week later requesting the new edition.

---

## Section C

---

# Correspondence Course Disenrollment

---

### Introduction

There are two types of disenrollments.

- Automatic
  - Requested
- 

### Automatic disenrollment

There are three reasons for automatic disenrollment.

- Satisfactory course completion. The student will receive a course completion letter via the student's OPFAC/ESO. The unit Student Status Report (CGI-2430) will reflect the completion date.
  - Failure to complete the course within the maximum time limit. The student will receive a post card via the student's OPFAC/ESO. The unit's Student Status Report (CGI-2430) will reflect the disenrollment.
  - Course or course edition becomes obsolete. When a course or course edition becomes obsolete the student will receive a postcard notification. The unit's Student Status Report (CGI-2430) will reflect the disenrollment.
- 

### Requested disenrollment

A CGI-2100 requesting disenrollment is submitted for the following reasons.

- Discharge from the Coast Guard.
  - Release from active duty.
  - Transfer to the IRR or ASP.
  - Student or command request disenrollment. A CGI-2100 is not required when an EOCT is returned to the Institute marked "DIS". The student will be notified of disenrollment by postcard via OPFAC/ESO. The Student Status Report will reflect the disenrollment.
-

## Section D

---

### Library EOCT

---

<b>Definition</b>	An EOCT Library is a supply of different subject matter EOCT's held on a permanent basis by a unit specifically authorized by the Institute.
<b>Introduction</b>	Any unit routinely on extended deployment of two months or more and large shore based units (i.e., TRACEN's, Large Air Station's, ISC's, Activities, etc.) may be authorized to maintain a library of EOCT for use by their permanently assigned personnel only.
<b>Aviation classified EOCT</b>	Aviation and classified EOCT will normally not be included or authorized in the library system and personnel with aviation/classified enrollments should not be disenrolled from those courses. Request for an aviation/classified library may be warranted under extenuating circumstances. Maintaining a rotation EOCT Exam Log is mandatory for easy tracking and rotation of EOCT's.
<b>Required disenrollment</b>	Disenroll all current and future assigned personnel from all unclassified courses prior to administration of a library EOCT. Disenrollments must be accomplished by either indicating "DIS" on the EOCT label and return to Institute or disenroll via CGI-2100 form if EOCT has not been issued.
<b>Course materials</b>	Course materials must be ordered via CGI-2100 form indicating " <b>course materials only</b> ", <b>do not unintentionally enroll member in unclassified courses!</b> Because of postal delays ESO may request a library of course materials from the Institute as noted in the following section on "Course Materials Library".
<b>Request for EOCT library</b>	<p>Submit a rapidraft letter to the Institute(ss) requesting EOCT library not less than 60 days prior to scheduled deployment date. Provide the following information:</p> <ul style="list-style-type: none"><li>• Unit name, address</li><li>• OPFAC and ESO's name and phone number</li><li>• Anticipated date of deployment</li><li>• Listing of unclassified EOCT's requested</li></ul>



## Section E

---

### Library EOCT Procedures and Policies

---

<b>Testing procedure</b>	A precoded CGI-2800 is required with all library testing. This precoded CGI-2800 form will automatically enroll, score the EOCT, generate course completion/failure letter, and disenroll the member. <b>Do not use uncoded CGI-2800 forms with library EOCT.</b>
<b>Library EOCT rotation</b>	An EOCT series consist of three separate EOCT forms (i.e., 51, 52, 53) to allow for a more diversified bank of test questions. It is imperative that an accurate EOCT form rotation be adhered to. For example, if EOCT form 53 has previously been administered as indicated on the unit EOCT Log, then either forms 51 or 52 must be utilized as a subsequent examination and likewise, the remaining EOCT form must be administered in sequential order.
<b>Subsequent EOCT policy</b>	To ensure a fair and equitable servicewide testing system a member may not be retested on a particular library course until notification of results has been received from the Institute. Violation of this policy constitutes an unauthorized use of the EOCT Library program, causing system rejection, invalidation of the subsequent library EOCT and possible cancellation of unit library.
<b>Notification of scores</b>	When deployed and returning coded CGI-2800 answer sheets, message request for EOCT results is encouraged 21 days after mailing.
<b>Page checks</b>	Page check each booklet for marks or missing pages before and after administering library EOCT's. Verify on the student status report and EOCT Log that the individual is not enrolled in the applicable course prior to testing.
<b>Updating libraries</b>	The Institute will forward new editions of EOCT as applicable. The ESO should continue to administer earlier editions of EOCT until receipt of new editions. Likewise, obsolete EOCT's should be returned on their obsolete date and unserviceable EOCT's be returned to Institute for inventory replacement.
<b>Action upon receipt of EOCT</b>	Take the following action upon receipt of the initial EOCT Library: <ul style="list-style-type: none"><li>• Ensure all requested materials are received from Institute acknowledging receipt by returning signed copy of the enclosed Library Inventory List.</li><li>• Return all unclassified non-library EOCT marked "DIS" and disenroll all current/future assigned personnel as applicable.</li></ul>

## Section F

---

### Course Materials Library

---

**Introduction** Due to time constraints when dealing with Media Rate Mail, it is advisable for some units to maintain a library of correspondence courses on hand. Normally, only one course per rate will be sent. This resource may be loaned to personnel awaiting delivery of their course materials.

---

**Library content** The selection of courses should be limited to those courses that are applicable to the unit. The library index should be compared to the Volume II, Education Services Officer Procedures (List of Correspondence Courses), published by the Institute. Information necessary for course library request include:

- Course title.
- Course code.
- Edition.

The unit library should contain the most current editions available. The Institute's newsletter, Campus News is published bimonthly and list all new courses and editions as they are published and made available for distribution.

---

**Library ordering information** If your unit requires a library, the unit ESO should submit a rapidraft letter to the Institute indicating all courses requested by title, course code, and edition. This letter should be addressed as follows:

Commanding Officer (ss)  
U.S. Coast Guard Institute  
5900 SW 64<sup>TH</sup> St., room 235  
Oklahoma City, OK. 73169-6999

or FAX (405) 954-7249

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# Chapter 4

## Managing Inventories

### Overview

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#### Introduction

This chapter introduces the basic tools and knowledge that you will need in order to manage your Coast Guard Correspondence Course and EOCT inventories

---

#### In this chapter

This chapter is divided into thirteen sections.

Section	Title	See Page
A	EOCT Log	4-A-1
B	Student Data Page / EOCT Log Instructions	4-B-1
C	Performing the Monthly EOCT Inventory	4-C-1
D	Using the EOCT Inventory Statement	4-D-1
E	EOCT Inventory Statement Warning Codes	4-E-1
F	Using the Student Status Report	4-F-1
G	Student Status Report Warning Codes	4-G-1
H	Lost and/or Compromised EOCT	4-H-1
I	Non-receipt or Lost EOCT in the Mail	4-I-1
J	EOCT Lost at OPFAC	4-J-1
K	Student Transfers	4-K-1
L	Student Separations	4-L-1
M	EOCT Audits	4-M-1

## Section A

---

### EOCT Log

---

**Introduction**

The use of an EOCT log in providing strict internal accountability of all EOCT's is mandatory for all units holding EOCT's. In the event of an EOCT loss, EOCT logs must be mailed to Institute as part of the investigation.

---

**What is not an EOCT log**

The EOCT Inventory (CGI-2440 form) and the Student Status Report (CGI-2430 form) do not fulfill the criteria for an EOCT log and should not be used in place of one.

---

**What is an EOCT log**

The EOCT log is designed to account for EOCT's chronologically. Locally produced EOCT logs may be developed provided the following log information is included:

- Date test requested from Institute.
  - Date test received from Institute or POPFAC unit.
  - Test identification (short title, edition, form number).
  - Student's name and social security number.
  - Test cancellation date.
  - Date test administered.
  - Date test returned to the Institute.
  - POPFAC's forwarding EOCT to sub-units may choose to add additional columns for date test forwarded to sub-unit and date test returned to POPFAC, 90 day maximum. See Figure 3-3.
- 

**Sample logs**

Figure 4-A-2 is a self-explanatory EOCT control log that documents information chronological event.

Figure 4-A-3 is an EOCT control log that documents information by individual student. page 4-B-1 provides detailed instructions for using figure 4-A-3. Local reproduction is encouraged.

---

# EOCT LOG

[illegible]

## STUDENT DATA PAGE - EOCT LOG

Name: \_\_\_\_\_

Rate: \_\_\_\_\_

SSN: \_\_\_\_\_

Page \_\_\_\_ of \_\_\_\_

[illegible]

## Section B

---

### Student Data Page / EOCT Log Instructions

---

**Principle**

The accounting system requires only a binder, twenty-six divider pages labeled A through Z, and a good stock of blank student data pages.

---

**Application**

Organize student data pages alphabetically behind the appropriate divider page. Include the name, rate, and SSN of the student on the data page. Other information recorded on the student data page goes in the following columns respectively:

- DATE EOCT ORDERED/RECEIVED (Date action initiated) - The date on which the course/EOCT was initially requested.
- SHORT TITLE/COURSE CODE/EDITION/FORM# (EOCT identification information) - Short title/course code/edition and form# of the Institute EOCT.
- ADMIN BY DATE (Administration date) - Date EOCT must be administered by.
- DATE FRW/RTN SUB-UNIT (EOCT forwarding date) - Date the EOCT forwarded or received from member's sub-unit.
- DATE EOCT ADMIN/RTN INSTITUTE (Administration/return date) - Date the EOCT was administered or returned to the Institute.
- DATE RNA/DIS/ADMIN VERIFIED (Verification information) - Date RNA/DIS/ADMIN of EOCT verified with CGI-2440, EOCT Inventory Statement.
- SCORE PASS/FAIL (EOCT score) - EOCT score as indicated on CGI-2430, Student Status Report.
- SSR DATE VERIFIED (Verification information) - Date specific action was verified as being completed by notation on the CGI-2430, Student Status Report.

When EOCT results are received from the Institute, use translucent highlighters to mark over the affected line, yellow for passing and red for failing. This allows for a quick and easy reference to specific categories of information; i.e., pending, passing, or failing action. Retain copies of reminder memoranda to students behind their student data page.

---

## Section C

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### Performing the Monthly Inventory

---

#### Introduction

An EOCT inventory should be conducted monthly. In conjunction with the unit EOCT Log, the Institute sends out a bi-monthly Student Status Report (CGI-2430) and the monthly EOCT Report (CGI-2440). These are resources to be applied in the inventory assessment.

---

#### Monthly guidelines

Step	CGI-2440 Action
1	Ensure all EOCT listed on CGI-2440 are the correct course code, edition, and EOCT form and currently held in inventory.
2	Any EOCT not held in inventory should be annotated on EOCT Log as "ADM", "RNA", or "DIS" with a return date to Institute.
3	Note "DATE TEST SENT" column and notify Institute via phone if a reasonable amount of time (21 days) has passed and EOCT cannot be accounted for and appears to be lost.
4	Note "WARN CODE" column for "OBS" (obsolete) EOCT, "DIS" (disenrolled) personnel, or "SNA" (student not assigned) personnel transferred and the EOCT was not returned to the Institute.
5	Note "ADMIN TEST BY" column is the current obsolete date of the EOCT. No test administered after this date will be scored.

#### Bi-monthly guidelines

Step	CGI-2430 Action
1	Note "ACTION TAKEN" and "DATE ACTION TAKEN" columns to verify enrollments, "DIS", "RNA".
2	Annotate EOCT scores noted in the "SCORE" column.
3	Note "DATE TEST SENT" column and notify Institute via phone if a reasonable amount of time (21 days) has passed and EOCT cannot be accounted for and appears to be lost.
4	Note "ADMIN TEST BY" column is the current obsolete date of the EOCT. No test administered after this date will be scored. This date may be different from the original "ADMINISTERED BY" date shown on the EOCT label.

---



## Section D

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### Using the EOCT Inventory Statement (CGI-2440)

---

**Introduction** The EOCT Inventory Statement is a monthly report generated during the last week of the month for use by the POPFAC ESO. This inventory statement lists every outstanding EOCT issued to the ESO's account up to the effective date of the report. (See page 4-E-2). The inventory statement should be maintained by the OPFAC/POPFAC through the entire EOCT audit period. See the EOCT Audit Section.

---

**Purpose** Its purpose is to assist the ESO in reconciling the current EOCT inventory with the database at the institute.

---

**CGI-2440** The EOCT Inventory Statement includes the following information on students:

- Student SSN
  - Student Name
  - Course Title
  - Course Code
  - Course Edition
  - Warning Codes
  - Member Type
  - Date Test Sent
  - Last date EOCT must be administered
-

## Section E

---

### EOCT Inventory Statement Warning Codes

---

**Types and  
description**

The three Reason Types are described in the table below:

Reason	Code	Explanation
Obsolete	OBS	Indicates that this edition of the course has become obsolete and a limited amount of time remains for this EOCT to be administered.
Disenrollment	DIS	Indicates that the Institute shows this enrollment to be closed due to disenrollment. The EOCT should be returned to the Institute as soon as possible.
Student Not Assigned	SNA	Indicates that PMIS shows this student is not permanently assigned to this OPFAC. If the student has been transferred, the EOCT must be returned to the Institute as soon as possible. If the student is TAD at your OPFAC, no action is required.

---

PAGE #: 1

SSN	LAST NAME	FIRST NAME	MI	COURSE TITLE	COURSE CODE	EOCT FORM	ACTION TAKEN	DATE ACTION TAKEN	WARNING CODE	DATE SENT
XXX XX XXXX	FLEMING	DAVID	L	MRN-E6	0454-3	51				12/16/9
QQQ QQ QQQQ	FREIMILLER	TODD	F	CPO	0456-3	51				11/01/9
ZZZ ZZ ZZZZ	JUSTICE	ANGELA	D	MRN-E4	0452-4	53				12/07/9
EEE EE EEEE	MCDONALD	MAX	A	MRN-E5 SK3	0453-4 0350-1	54 53			OBS	12/06/9 10/28/9
CCC CC CCCC	RAMEY	TIMOTHY	L	BAMATH	0458-1	52			DIS	01/15/9

Total Number of Exams - 6

## Section F

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### Using the Student Status Report (CGI-2430)

---

**Introduction**

The Student Status Report is generated bi-monthly on the last Friday of even numbered months, i.e., FEB/APR/JUN. The Student Status Report provides the POPFAC with a summary of all correspondence course activity for their unit and all sub-units for the previous 60 day period. Activities include new and current enrollments, disenrollment, tests taken and tests due for return.

---

**Purpose**

The purpose of this report is to assist the ESO in advising students of their enrollment activity and to assist the ESO in reconciling the current EOCT inventory with the Institute database.

---

**CGI-2430**

The SSR provides information on students who

- Are currently enrolled in a course.
  - Have completed a course or disenrolled from a course during the previous 60 days.
  - Disenrolled and still have an EOCT out.
  - The total number of open enrollments as of the date of the SSR.
  - Total disenrollments for the previous 60 days.
- 

**Note**

SSR's are sorted by OPFAC in ascending order and alphabetically within each OPFAC. The SSR will be maintained by the POPFAC. Retain SSR's through the current audit period.

---

## Section G

---

### Student Status Report Warning Codes

---

**Types and  
description**

The six Reason Types are described in the table below:

Reason	Code	Explanation
Satisfactory	C	The student has satisfactorily completed the course and is automatically disenrolled.
Enrollment Exceeded Maximum Months	3	The student was disenrolled for exceeding maximum number of months. See Volume II, Education Services Officer Procedures (List of Correspondence Courses) for the maximum enrollment time for each course.
Obsolete Course	6	The student was disenrolled when the course became obsolete. If a new course edition is available on the date the student disenrolled they are AUTOMATICALLY enrolled in the new edition (Without EOCT).
CGI-2100 Disenrollment Request	7	A CGI-2100 was submitted for disenrollment. It was initiated by the student or the command. Its primary use is for discharge and Reserve student transfer to the IRR or ASP.
EOCT Returned Unadministered And Marked "DIS"	8	The student was disenrolled because an EOCT was returned not administered and marked "DIS" on the outside test label.
Course Returned Undeliverable	9	A course was returned undeliverable. This problem is primarily associated with Reserves. Course material for Reserves is mailed to the address listed on the reverse side of the CGI-2100. Each enrollment request updates the Reserve student's address file.

---

## Section H

---

### Lost and/or Compromised EOCT

---

#### **Classified EOCT**

In case of a lost, mishandled, unaccounted for, or possibly compromised classified EOCT, the ESO shall comply with the Coast Guard Security Manual COMDTINST M5500.11 (series).

---

#### **Unclassified EOCT**

There are three distinct categories for unclassified EOCT mishandling as indicated here and discussed in the following pages:

Categories
Non-receipt of EOCT's lost in the postal system. Includes EOCT's sent to and from POPFAC/OPFAC.
EOCT lost while at the POPFAC/OPFAC.
Suspected tampering or compromise.

---

## Section I

### Non-Receipt or EOCT Lost In the Mail

**Definition** Non-receipt or EOCT lost in the mail is defined as an EOCT that cannot be verified as receipted after contact with the unit transmitting the EOCT.

**Procedure** After allowing 21 working days of non-receipt of an EOCT via the postal system take the following steps:

Call the Institute and confirm when an EOCT was sent from the unit or when the Institute sent an EOCT to the unit
If EOCT was mailed via Registered mail from...
Institute, then Institute initiates mail tracer from local post office and unit contacts its local post office for confirmed delivery of Registered number.
Unit, then unit initiates mail tracer from local post office and Institute contacts its local post office for confirmed delivery of Registered number.
Send message of notification (info your chain of command) providing the following information.
Student's rank/rate/name/ssn.
EOCT ID (short title) course code, edition form number.
Provide date of mailing, rather Institute sent EOCT to unit or EOCT lost enroute to Institute. Also indicate rather EOCT mailed first or third class, where mailed from/to and by whom.
Depending on circumstance request replacement EOCT.
Provide point of contact.
Mail copy of the unit's EOCT log covering dates from one month before loss up to the present date.
Upon receipt of message the Institute will provide a substitute EOCT as applicable.
Upon receipt of unit EOCT log, Institute determines possibility of compromise. If compromise not suspected, Institute credits the EOCT as lost.
If a discrepancy exists, corrective action may be recommended. The Institute will provide final disposition summary to unit by letter or message within 15 days of receipt of EOCT log.

## Section J

---

### EOCT Lost at OPFAC

---

#### Procedures

Steps to be taken by the unit ESO

- Review EOCT log to ensure the EOCT was received.
  - Check to ensure the EOCT was not transferred to a sub-unit for administration.
  - Recheck all safes.
  - Contact the Institute to ensure the EOCT was not returned.
  - Conduct administrative investigation to determine facts per the Administrative Investigation Manual, COMDTINST M5830.1.
  - Send message notification to Institute, info your chain of command.
  - Mail/fax copy of investigation and unit's EOCT log covering period of one month before loss to present date.
  - When message received by Institute, a substitute EOCT will be forwarded as requested.
- 

#### Lost EOCT message format

Include the following information when sending message to the Institute:

- Student's rank/rate, name and ssn.
  - Test ID (short title, course code, edition, and form number).
  - State whether the EOCT was lost before or after administration.
  - If lost after administration, provide the proctor's rank, name, and procedures used in administering the test.
  - Date investigation and EOCT log mailed/faxed to Institute.
  - Describe methods used for the control of the test at the unit.
  - Provide short overview of situation making note of possibility of compromise.
  - Request replacement of EOCT in required.
  - Provide point of contact and phone number of unit.
- 

#### EOCT found

If missing EOCT is discovered or received after being declared lost by the Institute the ESO must notify Institute (ss) via message immediately. Upon message notification, return EOCT to Institute to allow accurate database and inventory accountability. Under no circumstances may an EOCT previously declared lost be administered.

---

#### Compromise or tampering

Follow the same procedures as for an EOCT lost at unit found on the next page.

Indicate how and by whom EOCT was believed compromised in your message notification.

The Institute will provide a replacement EOCT only if the suspected tampering did not involve the individual for whom the EOCT was issued.

---



## Section K

---

### Student Transfers

---

**Transfer of student**

Unclassified course material should **NOT** be hand carried or mailed to the new unit. EOCT's must be returned to the Institute marked "RNA" as noted in chapter 5 "Returning The Exam", if the student wishes to remain enrolled or "DIS" if not. Do not order any EOCT within 30 days of a student's departure date. Any EOCT's received after the transfer date must be returned to the Institute. Instruct the student that a new EOCT must be reordered at the new unit.

---

**Classified course material**

Classified course material must be mailed from the transferring unit CMCO to the receiving unit CMCO if the student wishes to remain enrolled. If not the course material must be destroyed locally.

---

**Classified EOCT**

Classified EOCT must be returned to the Institute. Mark EOCT "RNA" as noted in chapter 5 "Returning The Exam", if the student wishes to remain enrolled. Mark EOCT "DIS" if the student wishes to disenroll.

---

**Transfer to Class "A" School**

Students transferred to Class "A" Schools must be disenrolled from all E-4 rating courses and MRNPO course. EOCT's for these students must be returned to the Institute marked "DIS". If the student is enrolled but has no EOCT at the unit, the ESO must submit a CGI-2100 form for disenrollment.

---

**Temporary Duty**

The Institute may authorize on a case by case basis the transfer of an individual EOCT to a temporary duty assignment. The requesting unit will make request to the Institute via official message, with an information copy to the receiving unit describing the nature of the extenuating circumstances. Upon receipt of authorization message from the Institute the EOCT may be forwarded to the applicable ESO. The reassigned EOCT must be administered within 30 days of receipt.

---

**Unit closure**

When a unit is closed, all EOCT's must be returned to the Institute, without exception, and reordered at the student's new unit. The ESO shall inform the Student that a new EOCT must be ordered at the new unit.

---

**Cross decking**

If the OPFAC or POPFAC changes, all EOCT's must be returned to the Institute marked "RNA" and reordered under the new OPFAC or POPFAC. A change of address is required.

---

## Section L

---

### Student Separations

---

#### **Transfer to IRR or ASP**

There are two options available to a member transferring to the Inactive Ready Reserve or Active Status Pool.

The student may elect to continue taking courses by submitting a written request to the Institute identifying any incomplete course and the mailing address and OPFAC of the IRR/ASP unit. See figure 4-1 sample request.

The student may elect to discontinue taking courses. If the student does not desire to remain enrolled in the course(s), the student must submit a CGI-2100 form for disenrollment for each incomplete course. If the student departs without making an election, the ESO must initiate disenrollment of the student. The student's signature is not required on the form.

---

#### **Separation from active duty**

When a student is released from active duty (RELAD) or discharged, the unit ESO must return any EOCT for that student to the Institute marked "DIS". If there are no EOCT at the unit then the ESO must submit a CGI-2100 form requesting disenrollment.

---



Commanding Officer  
U.S. Coast Guard Institute

5900 SW 64th St., rm 235  
Oklahoma City, OK. 73169  
Staff Symbol: ss  
Phone: (405)954-1113  
FAX: (405)954-3684

1418  
(date)

From: MK2 John D. Doe 000 00 0000, USCGR  
To: Commanding Officer, Coast Guard Institute (ss)  
Via: Commanding Officer, USCGC UNDERWAY (WHEC 000)

Subj: TRANSFER TO THE INACTIVE READY RESERVE

1. I am transferring to the Inactive Ready Reserve, and request to complete the below Institute correspondence course(s) while assigned to the (district) reserve. I understand that I am required to contact the educational services officer at the district to request the EOCT or any further correspondence courses.

- a. Course short title, course code, and edition.
- b. Course short title, course code, and edition.

2. Below is my complete mailing address and the address of the (district) reserve I will be assigned to.

(my mailing address)

(reserve unit address)

JOHN D. DOE

( date)

#### FIRST ENDORSEMENT

From: Commanding Officer, USCGC UNDERWAY (WHEC 000)  
To: Commanding Officer, Coast Guard Institute (ss)

1. Please transfer the above course enrollments to the member's reserve assignment. There are no EOCT on board for this member.

By direction

Figure 4-1

## Section M

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### EOCT Audits

---

<b>Introduction</b>	A unit-level EOCT accountability audit is required upon relief of duties as ESO, annually in December of each year, and upon decommissioning or disestablishment of a unit. In the latter case a copy of the audit must be provided to the Institute prior to decommissioning or disestablishment.
<b>Scope of audits</b>	These audits shall account for all EOCT held, administered, forwarded to sub-units, or returned to CG Institute as indicated in unit EOCT Log since last audit.
<b>Who conducts the audit</b>	Audits shall be conducted by personnel selected by the POPFAC commander or, in the case of an OIC, selected by his/her immediate senior in the chain-of-command.
<b>Resources to be applied</b>	<p>Unit EOCT Inventory Statements (CGI-2440), Unit Student Status Reports (CGI-2430), Unit EOCT Logs and any letters of transmittal indicating EOCT receipt shall be applied to all EOCT audits.</p> <p>For audit purposes units should retain a minimum twelve month history of these forms/reports/files. A sample audit letter is provided as Figure 4-2.</p>



Commanding Officer  
U.S. Coast Guard Institute

5900 SW 64th St., rm 235  
Oklahoma City, OK. 73169  
Staff Symbol: ss  
Phone: (405)954-1113  
FAX: (405)954-3684

1418  
(date)

From: CWO3 Marvin Mason, Jr., 999 99 9999, USCG  
To: Commanding Officer, USCGC UNDERWAY (WHEC 000)  
Subj: ANNUAL CORRESPONDENCE COURSE EOCT AUDIT/RELIEF AUDIT  
Ref: (a) Chapter 4, Education Services Officer Procedures, Volume I

1. Per reference (a) an audit was conducted of unit EOCT's held, administered, forwarded to sub-units, or returned to CG Institute as indicated in unit EOCT Log. This audit was conducted against EOCT Inventory Statements and Student Status Reports applicable from (date of late audit) to this date. All EOCT held or forwarded to sub-units for administration, have been accounted for. No discrepancies were noted for the period of this audit.

M. MASON, JR.,

Figure 4-2

# Chapter 5

## Administering Exams

### Overview

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#### Introduction

This chapter introduces the basic tools and knowledge that you will need to proctor EOCT, return them for grading, and notification of score by the course completion letter. Also discussed is the testing of course materials conducted at resident "A" Schools.

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#### In this chapter

This chapter is divided into six sections.

Section	Title	See Page
A	Proctoring Procedures	5-A-1
B	EOCT Answer Sheet (CGI-2800)	5-B-1
C	Returning the Exam	5-C-1
D	Mailing Requirements	5-D-1
E	Course Completion Letters	5-E-1
F	"A" School Correspondence Courses	5-F-1

## Section A

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### Proctoring Procedures

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#### Guidelines for proctors

General guidelines for proctoring EOCTs:

- One proctor per 20 students.
  - Supply two #2 pencils and scratch paper to the examinee.
  - Maneuvering boards, parallel rulers, log tables, and slide rules are authorized.
  - Only non-programmable calculators are authorized but limited to the following functions: addition, subtraction, multiplication, division, per cent, square root, decimal point, equals, memory store, memory recall, memory add, memory subtract. All other calculator or functions are not authorized.
  - Read test instructions found on the inside cover page of the EOCT paying particular attention to timed test and open/closed book restrictions.
  - Proctor must be physically present throughout the EOCT and conduct the exam in accordance with EOCT package instruction.
  - EOCT must be completed in one sitting.
  - Page check all test booklets before and after tests for marks.
  - Examinations should be conducted in a quiet area offering as few distractions as possible.
  - Enlisted proctors must be senior to the examinee and no proctor may administer an EOCT to family members or relatives.
  - No notes or copies of questions or answers shall be made or carried from testing room or used as a study or reference guide.
  - For missing pages or illegible portions, the student must first complete the answer sheet as far as possible and leave the missing or illegible questions blank.
  - The ESO must return the EOCT with a rapidraft indicating problem.
  - Under no circumstances may an EOCT be administered orally.
  - Ensure student data is correct in blocks 1-7 of CGI-2800 form and answers are darkened thoroughly.
  - Proctors are ineligible to test on Institute examinations within six months of administering a particular examination or the expiration of their respective appointment. This may be waived in writing by the POPFAC. EOCT may be administered by an alternate ESO or designated proctor. This should be command scrutinized regarding the Deck Watch Officer Exam.
  - An EOCT may not be administered to any individual other than specifically identified on the label affixed to the EOCT.
  - EOCT challenged questions should be mailed via rapidraft letter to the applicable subject matter specialist.
-

## Section B

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### EOCT Answer Sheet (CGI-2800)

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**Introduction**

Enter all information with extreme care and use a #2 pencil only. An optical form reader reads the answer sheet. The results depend on the quality and accuracy of the information on the answer sheet. All student information is taken from the EOCT label and should be transcribed to the answer sheet accurately, even if the label information (such as ssn) is in error. If this occurs, the ESO should include a brief rapidraft letter pointing out the discrepancy. Prepare a rapidraft letter outlining the discrepancy and mail with the EOCT package. See figure 5-1 for a sample of the answer sheet.

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**Passing score**

The subject matter specialist determines the minimum EOCT scores. These scores are found in Volume II, Education Services Officer Procedures (List of Correspondence Courses), CGI Pub P1550.1.

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**Answer sheet instructions**

General instructions for completing the CGI-2800 answer sheet:

- Name: Print full name, last name first.
- Rank/Rate: Print current rank/rate.
- Course Title: Indicate short title and edition of course (found on EOCT label).
- Present Unit Address: Print name, address, and zip code of unit.
- Social Security Number: enter the social security number appearing on the test EOCT label, completely darkening the corresponding circles below each block.
- OPFAC Number: Enter the operating facility of unit, completely darkening the corresponding circles below each block.

**Note**

If student is transferring soon and would like to receive results at the new unit, enter the OPFAC number of that unit.

- Course Code and Edition: Enter the last three digits of the course code and the edition number in the blocks provided, completely darkening the corresponding circles below each block. This information is found on the EOCT label or EOCT booklet cover.
  - Test Number: Enter the test number in the appropriate block, completely darkening the corresponding circles below each block. This information is found on the EOCT label or EOCT booklet cover.
  - Date Test Administered: To indicate the month, darken the circle next to the appropriate month. Use two digits to indicate the day and year. Add a zero before dates consisting of one digit. If the "Date Test Administered" block is left blank, the computer uses the date the EOCT is scored for the EOCT administration date. These dates are critical during SWE deadlines.
  - Responses: Students mark only ONE ANSWER FOR EACH QUESTION. Two darkened responses to the same question result in a wrong answer.
-





## Section C

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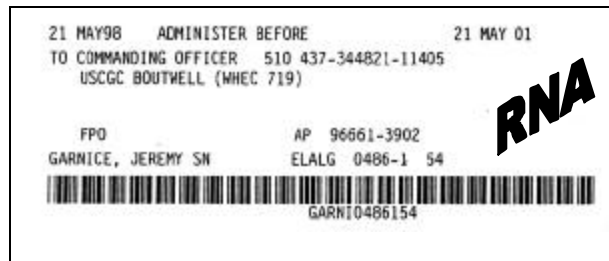
### Returning The Exam

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**Returning EOCT** The responsibility of the ESO at the POPFAC includes marking the EOCT mailing label, entering information in the EOCT Log/Student Data Page and mailing the EOCT to the Institute. Ensure the CGI-2800 form is completed as noted in Section 5-B-1, "EOCT Answer sheet (CGI-2800)" and Section 5-D-1 "Mailing Requirements", mark EOCT label and mail answer sheet and EOCT to Institute.

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**Marking EOCT** Mark all EOCT as with one of the three available abbreviations: ADM, RNA, and DIS.



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**ADM** Indicates that the EOCT is **ADMINISTERED**. The Institute grades and provides written results.

---

**RNA** Indicates that the EOCT is **RETURNED NOT ADMINISTERED**. The Institute manually credits the test returned. The student remains enrolled in the course but the next test must be ordered. Ensure that the clear cellophane EOCT package remains unopened.

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**DIS** Indicates that the EOCT is requesting the Institute **DISENROLL** the student. The Institute manually credits the test as returned unadministered and disenrolls the student. Ensure that the clear cellophane EOCT package remains unopened.

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## Section D

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### Mailing Requirements

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<b>EOCT tracking</b>	As a tracking tool we recommend using a letter of transmittal when returning all EOCT. Once received, the enclosures will be verified and return endorsed to the sender. This can be a valuable resource when validating an inventory.
<b>Mailing address</b>	Mail EOCT and request for correspondence courses to: Commanding Officer (ss) 5900 SW 64thSt., Room 235, Oklahoma City, OK. 73169-6999. Student Services Division may be reached by phone at (405) 954-4265 or 4263.
<b>Mailing envelope</b>	<b>Double envelopes</b> are required for mailing of all EOCT's. Routing symbols or an attention line may not be used on the outer envelope if it contains classified material. The proper placement of the registered number on the mailing envelope is above the address and to the right of the return address. The inner envelope must be annotated as <b>"TO BE OPENED BY PERSONEL AUTHORIZED TO HANDLE TESTING MATERIAL"</b> . Please follow the shipping procedures below when returning test/course materials.
<b>Unclassified</b>	All unclassified EOCT's are to be returned "First Class" Mail. If the envelope does not state "First Class" then the U.S. Postal Service handles the package as "Third Class" mail and extended delays may be anticipated. It is recommended that six or more unclassified EOCT mailed simultaneously be mailed "Registered" mail.
<b>Classified</b>	All Classified EOCT's are to be returned "Registered" mail with document receipt card (CG-9733). Classified and unclassified EOCT's may be packaged together in one inner envelope/container and mailed in accordance with the classified mailing procedures listed here and in Chapter 12, CG Information Security Manual, COMDTINST M5510.23 (series).
<b>Document receipt cards</b>	The Document Receipt Card must be used for all classified EOCT's mailings. It may be ordered through Commanding Officer, U. S. Coast Guard Engineering Logistics Center, 2401 Hawkins Point Road, M/S 26, Baltimore, MD 21226-5000. If the cards are temporarily out of stock, you may use the Navy's OPNAV Form 5511/10 (Stock #0107-LF-055-1151), a rapidraft, or any other suitable method to verify receipt. A registered mail receipt, by itself, is not adequate because it verifies delivery to the unit and not necessarily to the person or branch desired.
<b>Destruction of classifieds</b>	Each unit is responsible for local destruction of classified course materials, which are no longer needed. All classified EOCT's are to be returned to the CG Institute.

## Section E

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### Course Completion Letters

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<b>Purpose</b>	The purpose of the course completion letter is to inform the student of a successful completion of a nonresident training course.
<b>Types of letters</b>	The course completion letters are sent to active duty, retired, Reserve, civilian employees of the Coast Guard, and Coast Guard Auxiliary personnel.
<b>Routine routing</b>	The student receives the course completion letter via the commanding officer after it is endorsed. A copy of the course completion letter should be filed in the student's Personnel Data Record and the original to the student. For Reserve students the retirement points will be indicated on the course completion letter.
<b>Note</b>	Proof of course completion may be obtained from your PERSRU via the PMIS database. A duplicate course completion letter or transcript of completed courses may be obtained by rapidraft letter request to the Coast Guard Institute (ss) if necessary.
<b>Auxiliary routing</b>	The course completion letter is sent to the Auxiliary Director with an original and one copy. The score is then entered on the Form CGI-2730 (Auxiliary Enrollment Application). The original is forwarded to the student. The copy is filed in the Auxiliary service record.
<b>Note</b>	The Coast Guard Auxiliary student routinely requests course/EOCT from the ESO of the nearest active duty POPFAC/sub-unit. Contact the District Auxiliary Training Officer for the 10-position number required in item 17 of the CGI-2100 form.
<b>Retired routing</b>	A Coast Guard retired student must contact the ESO of the District or closest active duty unit. The student will receive a course completion letter via that ESO.
<b>Civilian</b>	A Coast Guard civilian employee student must also contact the ESO of the District or closest active duty unit. The student will receive a course completion letter via that ESO.

## Section F

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### "A" School Correspondence Courses

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<b>Introduction</b>	Resident Schools at CG Training Centers teach some of the correspondence courses offered by the Institute. Volume II, Education Services Officer Procedures (List of Correspondence Courses), lists separately those courses which are available only by attending the Training Center.
<b>Course code</b>	The course code for "A" School correspondence courses begins with a one (1) instead of a zero (0) to differentiate from the corresponding correspondence courses offered by the Institute.
<b>"A" school staff</b>	"A" School staff maintains and distributes the courses and test materials. The scoring of the EOCT is done at the "A" School then sent to the Institute to be recorded on the "Student Master File".
<b>Training center</b>	<p>The Training Centers and Resident Schools must report only successful tests to the Institute. The following information is required via Figure 5-2, rapidraft or E-Mail.</p> <ul style="list-style-type: none"><li>• Name and class number of school.</li><li>• Student's rank/rate, last name, first name, and middle initial.</li><li>• Member's OPFAC, course short title, course and code edition.</li><li>• Date test taken and score obtained.</li></ul>
<b>Institute responsibilities</b>	The Institute is responsible for providing the Training Center Resident Schools with adequate course test materials, as requested. All successful test completions are entered on the "Student Master File" and course completion letters are then forwarded to the student.

DEPARTMENT OF TRANSPORTATION U. S. COAST GUARD CG INSTITUTE (9/92)		<b>EOCT COMPLETION</b>			
<b><u>INSTRUCTIONS</u></b> 1. SUBMIT ORIGINAL TO CG INSTITUTE (SS) UPON COMPLETION OF TRAINING. 2. REPORT ONLY SUCCESSFUL COURSE COMPLETIONS.					
<u>RESIDENT TRAINING CENTER OR "A" SCHOOL</u>				<u>CLASS NUMBER</u>	
<u>COURSE SHORT TITLE</u>		<u>COURSE CODE</u>		<u>COURSE EDITION</u>	
<u>GRADE/RATE</u>	<u>NAME (LAST, FIRST, MI)</u>	<u>SOCIAL SECURITY NUMBER</u>	<u>OPFAC</u>	<u>DATE TAKEN</u>	<u>SCORE</u>
<b>TO BE SIGNED BY ADMINISTRATOR</b>					
<u>TYPE OR PRINT NAME</u>			<u>SIGNATURE</u>		

Figure 5-2

# Appendix A

## Overview

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<b>Introduction</b>	This appendix covers the different avenues for communicating with the Institute and respective subject matter specialists.
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<b>In this appendix</b>	<p>This appendix is divided into two sections.</p> <ul style="list-style-type: none"><li>• Communicating with the Institute</li><li>• Communicating with subject matter specialists</li></ul>
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# Communicating with the Institute

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**ESO/Institute** To facilitate the primary goal of the nonresident training program, communication between the POPFAC ESO and the Institute is strongly encouraged.

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**How ?** There are six ways to communicate with the Institute:

- In writing - via rapidraft letter
  - FAX – (405) 954-7249
  - By phone – (405) 954-4265 (Student Services Division)
  - Coast Guard E-mail, member name@CGInstitute.uscg.mil
  - Internet, <http://www.uscg.mil/hq/cgi>
  - By message, COGARD INST OKLAHOMA CITY OK
- 

**Mailing address** The Institute mailing address is:

Commanding Officer ( )  
U.S. Coast Guard Institute  
5900 SW 64<sup>th</sup> St., room 235  
Oklahoma City, OK. 73169-6999

Use the appropriate routing symbol for the problem being addressed.

- Student Services Division (ss)  
Course and EOCT request and information, Internet web matters
  - Voluntary Education Division (ve)  
Degree planning and college transcript request
  - Measurement and Production Division (mp)  
Survey information
  - Information Resources Division (ir)  
Institute database and system information
-



## Communicating with the Institute (cont.)

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### **FAX numbers**

The Institute **FAX** numbers are as follows:

DIVISION	FAX Number
Student Services	405-954-7249
Measurement & Production	405-954-0409
Bookroom	405-954-0409
Voluntary Education	405-954-7249

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### **Phone numbers**

The Institute **phone** numbers are as follows:

DIVISION	Phone Number
Student Services	405-954-4265
Measurement & Production	405-954-7252
Bookroom	405-954-7278
Voluntary Education	405-954-7239

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### **Subjects of inquiry**

FOR INQUIRIES CONCERNING	Contact Institute 405-954 + extension
Course enrollments Course disenrollments Student/unit records EOCT scoring Obsolete courses Internet web site	Student Services Ext. 4265
Unit library materials Missing course materials Missing pamphlet pages	Bookroom Ext. 7278
College credit information Independent study/external degree program	Voluntary Education Ext. 7239/7240/7241
ESO HOTLINE	Ext. 7275

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# Communicating with Subject Matter Specialists

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## Introduction

Inquiries about the subject matter of courses and EOCT should be addressed to the subject matter specialists (SMS).

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## EOCT Challenges

An EOCT challenge should be completed at the time the test is taken. The challenge should be on a rapidraft letter and mailed to the respective subject matter specialist at the address found on the following page.

The rapidraft for an EOCT must include the following;

- Member's name, last, first, mi
- Rate and ssn
- Course short title, edition, course code and test form
- Item being challenged (i.e., question number)
- Narrative, giving the reason for challenging the item

## Note

The item (question) of the challenge should not be copied in the rapidraft.

---

COURSE	PHONE	ADRESS (routing symbol)
SN/FN unavailable at this time		
PA	202-267-1209	Commandant (G-CP)
DWINTO, DWINTR	(202) 493-1044	Commanding Officer National Maritime Center NMC-4B 4200 Wilson Blvd, STE 510 Arlington, VA 22203-1804
BM-SWE, BM3/BM2/BM1	757-856-2373	Commanding Officer (tn) U.S. Coast Guard RESTRACEN Yorktown, VA. 23690-5000 Attn: BM-SWE, BM SMS
DC-SWE, DCS	757-856-2206	Attn: DC-SWE/DCS SMS
DC3/DC2/DC1	757-856-2392	Attn: DC SMS
EM-SWE, EM	757-856-2257	Attn: EM-SWE SMS
FT-SWE	757-856-2238	Attn: FT-SWE SMS
FT2/FT1, GM2/GM1	757-856-2237	Attn: FT, GM SMS
GM-SWE	757-856-2238	Attn: GM-SWE SMS
IV-SWE, IV2/IV1	757-856-2471	Attn: IV-SWE/IV SMS
MK-SWE	757-856-2085	Attn: MK-SWE SMS
MK3/MK2/MK1	757-856-2085	Attn: MK SMS
FN		Attn: FN SMS

Continued on next page

## Communicating with Subject Matter Specialists, continued

COURSE	PHONE	ADDRESS (routing symbol)
MST2/MST1	757-856-2101	Attn: MST SMS
MST-SWE	757-856-2101	Attn: MST-SWE/PS-SWE
PS-SWE	757-856-2101	PS/ICEOBSV SMS Attn:
PS3/PS2/PS1	757-856-2101	IIMI/IPO SMS
ICEOBSV/IIMI/IPO	757-856-2233	Attn: QM-SWE, QM, QMSTRK, NAVRUL, CELNAV PELNAV, HONORS SMS
QM-SMS		
QM3/QM2/QM1		
QMSTRK NAVRUL		
CELNAV/PELNAV	757-856-2339	Attn: RD-SWE, RD, BARAD/ MANBD SMS
HONORS		
RD-SWE RD2/RD1	757-856-2380	Attn: BASIC SAR, SARFND SMS
BARAD/MANBD		
BASIC SAR, SARFND	757-856-2237	Attn: BASIC MATH, ELALG SMS
BASIC MATH, ELALG		
TTCS/TTCM	707-765-7450	Commanding Officer (tpi) U.S. Coast Guard TRACEN Petaluma, Ca. 94952-5000 Attn: TTCS/TTCM SMS
ETCS/ETCM	707-765-7480	Attn: ETCS/ETCM SMS
SKCS/SKCM	707-765-7107	Attn: SKCS/SKCM SMS
YNCS/YNCM	707-765-7105	Attn: YNCS/YNCM SMS
FSCS/FSCM	707-765-7154	Attn: FSCS/FSCM SMS
TCCS/TCCM	707-765-7023	Attn: TCCS/TCCM SMS
HSCS/HSCM	707-765-7487	Attn: HSCS/HSCM SMS
TT2/TT1/TTC	707-765-7264	Attn: TT SMS
ET2/ET1/ETC	707-765-7129	Attn: ET SMS
SK2/SK1/SKC	707-765-7128	Attn: SK SMS
YN2/YN1/YNC	707-765-7121	Attn: YN SMS
FS2/FS1/FSC	707-765-7142	Attn: FS SMS
TC2/TC1/TCC	707-765-7274	Attn: TC SMS
MRN	707-765-7374	Attn: MRN SMS
HS2/HS1/HSC	707-765-7296	Attn: HS SMS
AMT, AH65FM, INTCOM, CORCON	252-335-6856	Commanding Officer (psd) Aviation Technical Training Center Elizabeth City, N.C. 27909 Attn: AMT, AH65FM, INTCOM, CORCON SMS
AMT, AST, AVT, AVADM, NVD, ACH25A, AC130A, AST, ACBSC, AIRMAN, ACH25B, ACH25D, BAC130, AC130, A60FM, JETFAM	252-335-6418	Attn: AMT, AST, AVT, AVADM, NVD, SCH25A, AC130A, AST, ACBSC, AIRMAN, ACH25B, ACH25D, BAC130, AC130, A60FM, JETFAM SMS
Aviation SWEs	252-335-6322	Attn: Aviation SWE SMS